

Pumps, Drives, and Motors: Purchase of New and Rebuilt Units and Parts, and Repair and Maintenance Services
Pre-qualification of Bidders

I. Purchasing Instructions

A. Purpose

Submitters who meet or exceed the requirements established in the original solicitation are placed on pre-qualification lists, on a per group basis, that may be accessed by various County departments to obtain price quotations for the purchase and repairs of pumps, drives, and motors (units and parts), as needed, when needed.

See also document labeled – Groups and Pre-qualified Bidders (6819-5-17-4)

Group 1: Purchase of New and Rebuilt Pumps, Drives, and Motors (Units and Parts)

Group 2: Pump Repair and Maintenance Services

Group 3: Motor/Drive Repair and Maintenance Services

B. Quotation Directives

- Bid tabulations **MUST** be provided to bidders upon request, prior to award.
- All quotations are subject to the Cone of Silence. Per section 2-11.1(t) of the County code.
- The most recent version of the County's general terms and conditions apply to each quote. The latest version can be accessed by clicking on the following link <http://www.miamidade.gov/procurement/itb-terms-conditions.asp> , it is ISD Procurement Management's suggestion to print the T&Cs for each quote and add them to the specific quote folder.
- Please view the attachment entitled "*Groups and Pre-qualified Bidders (6819-5-17-4)*" to review the group and brands

ITB Paragraph 2.6

When a requirement is identified by a County department, pre-qualified bidders within the affected group will be invited to offer a fixed price and a firm delivery time for the specific items. It will be the County department's prerogative to contact all the prequalified bidders in the affected group to request a quotation, use a rotating system to request quotations from a number of pre-qualified bidders, limit the number of bidders based on specific requirements for the acquisition of specialized repairs, or to request quotations from the pre-qualified bidders for a specific brand/make within a group.

The pre-qualified bidder offering the lowest fixed price on the total amount of the order shall be awarded the order, provided that the products or services proposed by the pre-qualified bidder meet the order's specifications and requirements. The award of the order to one bidder does not preclude the ability of the remaining pre-qualified bidders from submitting offers for other orders as requested by County departments.

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County departments may require specialized repairs for large motors, complex pump and motor assemblies, equipment located in sensitive or secure areas, equipment under warranty, or equipment representing a large investment of County funds. ***When a County department determines that a specialized repair is required, the County department may survey and evaluate the pre-qualified bidders in the affected group based on the specialized repair requirements. The department's survey may include and evaluate the following items: repair shop equipment (i.e. metalizing equipment, lathes, cranes, presses, welding equipment, milling machines, bearing heaters, pullers, baking ovens, dipping tanks, load bank for generator testing), balancing technique, testing equipment, repair shop and repair personnel use of available technology, repair shop manufacturer approved certification, repair personnel and repair shop specific experience and certifications, repair shop positive past performance, and repair personnel security clearance. The department's survey and evaluation will determine which otherwise prequalified bidders will be included in the quotation process for the specialized repair.***

Emergency Orders

In the best interest of the County, for items either delivered by the vendor or picked-up from the vendor by authorized County personnel, the availability of the material, geographic location, and/or delivery time may be utilized as deciding factors for the basis of an award to a bidder when it is determined by a County department that a project is time sensitive or it is an emergency situation.

C. Preferences (except for federally funded entities)

- **The Bid Preference shall be applied first** to the offers received from certified SBE and/or Micro/SBE vendors (This preference is given to vendors that are certified as SBE or Micro/SBE **ONLY, NOT DBE**). The following link may be accessed to verify if a firm is a SBE or Micro/SBE vendor <http://www.miamidade.gov/smallbusiness/certification-lists.asp>
Note: If a business is a certified small business enterprise with SBD that business will be given the preference without regards to a commodity code.

SBE Preference shall be applied first as follows and as otherwise stipulated in Section 2-8.1.1.1.1 of the Code of Miami-Dade County:

Case 1: Quotes of \$100,000 or less. (SBE – set aside, if there is enough SBE certified bidders)

Within the fiscal year, it is required that County departments expend with SBEs 100% of the total value of contracts less than one hundred thousand dollars (\$100,000.00) for goods and/or services. The departmental requirement shall be complied with unless it is determined that there is not enough SBE certified pre-qualified bidders (minimum of 3). In the event it is determined that there is enough SBE certified pre-qualified bidders, participation shall be only among SBEs, and Micro SBEs shall automatically receive a ten (10) percent bid preference.

Case 2: Quotes valued of 100,000 or less (not set-aside)

A ten (10) percent bid preference shall automatically apply for Micro Business Enterprises.

Case 3: Quotes valued over \$100,000 and up to \$1,000,000

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A ten (10) percent bid preference shall automatically apply for SBEs/Micro Business Enterprises.

The departments shall deduct the preference amount from the total bid or quoted price in order to calculate the price to be used for evaluation. The price the County will pay is the original price offered (excluding the 5% or 10% evaluation factors).

A preliminary ranking shall be prepared after applying the SBE/MicroSBE preference to determine the following:

- *If based on the new evaluated prices an SBE or Micro/SBE bidder is ranked the lowest, the award of the quote will be to the SBE or Micro/SBE bidder. No other preference will be applied to this specific quote.*
- *If based on the new evaluated prices none of the SBE or Micro/SBE bidders are ranked the lowest, the following preferences will be applied to this specific quote.*

▪ **Local Certified Service – Disabled Veteran**

Preference should be applied in accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service Disabled Veteran Business Enterprise (VBE) shall receive a bid preference of 5% of the price bid (for the purpose of evaluation ONLY). A VBE who is also an SBE shall not receive the veteran's preference and shall be limited to any applicable SBE preferences. These preferences will only be used for evaluating and awarding the bids and shall not affect the contract price. However, if a Local Certified Service-Disabled Veteran Business Enterprise is the lowest bidder as a result of a Best and Final Bid (also known as a BAFO), then the price submitted as part of the Best and Final Bid shall be the contract price. At the time of bid submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statute and submit this affirmation and a copy of the actual certification along with the bid.

▪ **Local and Locally-Headquartered Business Preference**

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code.

Definitions: *Local business* means the vendor has a valid business tax receipt issued by Miami-Dade County at least one year prior to bid or proposal submission, and a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Firms who provide goods or services which are exempt from Miami-Dade Business Tax Receipt requirements shall be required to submit documentation, to the County's satisfaction, demonstrating the physical business presence of the firm within the limits of Miami-Dade County for at least one year prior to bid or proposal submission. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a vendor shall not be considered a "local business" unless it contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base. Vendors shall affirm in writing their compliance with the foregoing at the time of submitting their bid or proposal to be eligible for consideration as a "local business" under this section. A vendor who misrepresents the status of its firm under this Section in a proposal or bid submitted to the County will lose the privilege to claim any preference under this Section for a period of up to one year. The County Mayor, in his discretion, may also recommend that the firm be referred for debarment in accordance with [Section 2-8.4.1](#) of the Code of Miami-Dade County. *Locally Headquartered Business* means a Local Business as defined in this Section which has a Principal Place of Business in Miami-Dade County.

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In any competitive bid process where award, if any, is to be made to the responsive and responsible bidder offering the lowest bid (the "Low Bidder" and "Low Bid" respectively), the following shall apply:

1. If the Low Bidder is not a Local Business, then any and all responsive and responsible Local Businesses submitting a price within ten percent of the Low Bid, the Low Bidder, and any and all responsive and responsible Locally Headquartered Businesses submitting a price within fifteen percent of the Low Bid, shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.
2. If the Low Bidder is a Local Business which is not a Locally Headquartered Business, then any and all responsive and responsible Locally Headquartered Businesses submitting a price within five percent of the Low Bid, and the Low Bidder shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.
3. Award, if any, shall be made to the responsive and responsible bidder offering the lowest best and final bid.
4. Ties in best and final bid shall be resolved in the following order of priority: Locally Headquartered Business, Local Business, other business.
5. If no best and final bid is required in accordance with the provisions above, award, if any, shall be made to the Low Bidder.

At this time, there is an Interlocal Agreement for Reciprocity of Local Business and Locally-Headquartered Business Preferences in effect between Miami-Dade and Broward Counties until September 30, 2017.

II. Prices – ITB Paragraph 2.7

Order prices shall be quoted as requested by the County department and shall remain fixed and firm until the delivery or pick-up and acceptance of the order is complete.

Orders requiring special handling, such as air-freight or same day delivery, must be authorized by a County representative. Any additional charges resulting from special handling must be authorized by the County representative prior to order placing and must be shown on the vendor's invoice as a separate item.

Pre-qualified bidders for Groups 2 and 3 shall be asked to submit an itemized written fixed price to the County within a 24 hour period after being contacted by the user department. The detailed quote must reflect all parts utilized for the repair with each item priced individually, all the labor involved and the hourly rates. Lump sum estimates are not acceptable. All quotations shall remain fixed and firm until all repairs are completed and invoiced at the originally quoted prices. No changes or additions shall be allowed without prior written consent from the user department.

III. Delivery requirements and completion of services - ITB Paragraph 2.17

Group 1

All parts purchased herein shall be delivered or ready for pick-up by County Personnel within the calendar days stated in the request for quote.

ROAD MAP - 6819-5/17-4

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Should the awarded bidder fail to deliver in the number of days stated in its quote, the County may cancel the order and acquire the product through another source of supply and charge the bidder with any re-procurement costs. If the bidder fails to honor these re-procurement costs, the County may terminate its contract with the bidder.

Groups 2 and 3

The completion date for repairs shall not exceed three (3) calendar days after receipt of notice to proceed, unless mutually agreed upon between the vendor and the user department and a written authorization by the user department is provided. Should the bidder to whom the repair work is awarded fail to complete the work within the number of days stated in the quotation, the County reserves the right to cancel the contract with the bidder and to secure the services through another source of supply to complete the work. If the County exercises this authority the County may at its option request payment from the bidder through invoice or credit memo, for any additional costs over and beyond the original quoted prices, which were incurred by the County as result of having to secure the services elsewhere. If the bidder fails to honor this invoice or credit memo, the County may terminate the contract.

NOTE: Additional vendors that meet the pre-qualification requirements may be added by ISD Procurement Management via addendum. **Always check the addenda log table, and all the attachments for latest award sheet addenda and additional vendors.**

IV. Award History / Addendums to the Award Sheet

<u>Add no.</u> ↓	<u>Date issued</u> ↓	<u>Event</u> ↓	<u>Agent</u> ↓
14	7/28/16	Added manufacturer Point Eight Power to Group 1 under Condo Electric.	Ralph E. Tipton
13	3/17/16	Publishing Original Roadmap for OTR4.	Ingrid Bernal